

## 2014/2015 Fire Lieutenant and Fire Captain Promotional Exams Questions and Answers from Information Sessions

### Overall Process Questions

Q- How many candidates signed up?

A- LT- 213, CPT- 83

Q- What are the exam weights?

A- Multiple Choice- 25%

Tactical Exercise- 50%

Oral Exercise- 25%

Q- Approximately how many candidates will end up on the final lists?

A-

The test plan indicates the maximum number of candidates who will be scheduled for the oral board phase of the exam will be 110 and 60 for lieutenant and captain respectively. Based upon the number of applicants that actually applied for this year's exams, there should be no problem staying under the exam maximums identified above, so the  $\frac{1}{2}$  standard deviation cut point will be used for both the multiple choice and tactical exercise phases of the exams. This means only those candidates having a score above the cutpoint will be invited to the tactical exercise phase. Similarly, only those scoring above the cutpoint on the tactical exam will be invited to the oral board phase. The names of all candidates completing the oral board phase will be placed on the eligible list based upon their overall score for all three phases.

Q- Why is there not a test phase on Forms or Paperwork?

A- The job analysis data shows the current three phases of the exam as relatively more important than Paperwork and Administrative functions.

Q- What is the process for a military accommodation?

A- A candidate must request a military accommodation using the official Civil Service Commission Accommodation Request Form (non- ADA), which can be found on the Civil Service webpage. Each request is handled on a case-by-case basis. It is very important to submit accommodation requests as early as possible to allow adequate time to process.

Q- Will candidate ID numbers be randomized, rather than using birthdate?

A- Yes.

Q- Can electronic source material be permitted during appeals?

A- No. This fact was stated on the Civil Service website when the reading lists were posted. The reason is that Civil Service has a duty to protect the confidentiality of test materials. Civil Service cannot reasonably protect the test information if candidates bring laptops, notebooks, tablets, or cell phones to exam-related functions.

- Q- Was there a reading list grievance? If so has anything changed for the reading list?
- A- There was not a reading list grievance involving Civil Service. Nothing has changed with regard to the reading lists.
- Q- When are the cuts (hurdles) made for phases 1 and 2? Within a week? Closer to the end?
- A- Definitely closer to the end. Cuts are made when final scores for each respective phase are finalized. As such, appeals and clerical reviews for each phase must be completed before cuts (hurdles) are implemented.
- Q- Why do the SME's friends and coworkers seem to do very well on the test? Do you think signing a security agreement prevents them from helping their friends?
- A- During the information session, a significant portion is devoted to the discussion of cheating and the security measures Civil Service takes to ensure the integrity of the testing process. An important part of that discussion centers on the inappropriate dynamic of making anonymous and/or baseless allegations. In addition, there is discussion regarding the possible consequences of cheating, to include termination and or criminal charges. To that extent, Civil Service believes strongly that SMEs comply with confidentiality requirements.

## **Phase I- Multiple Choice**

- Q- Do multiple choice questions selection and number fall in line with the job analysis?
- A- Yes, to the extent that multiple choice questions are derived from knowledge sources rated as important via the job analysis. However, there are other factors which impact the final representation of multiple choice questions on the exams. These factors include the length of knowledge sources (# of pages), SME importance ratings, appropriateness for rank ratings, task category linkage ratings, and input from testing experts.
- Q- Is there a resource which shows sample questions?
- A- No. However, an internet search may yield sample questions, and often a publisher will produce a student study guide to accompany a textbook such as Essentials, or Fire Officer's Handbook of Tactics. Finally, study groups will often be formed wherein the members will divide up the sources and write their own questions for the benefit of the entire group.

## **Phase II – Tactical Exercise**

- Q- Will you please make a rundown requirement blatantly obvious?
- A- If the scenario is designed to require a complete rundown, then the scenario will specifically state to provide a full rundown (radio report and sizeup).

Q- Will credit be given if you approach your responses with defensive actions as well as offensive actions in the same response?

A- If we are looking for a particular action, whether defensive or offensive, and you give both defensive and offensive in your response, you will **not** receive credit for either one because you haven't made a definitive decision about which approach to take and you are contradicting yourself. If an exercise calls for first taking an offensive approach then moving to defensive if certain circumstances are present and your answer clearly states the movement from offensive to defensive and when such a change would take place, then credit would be given if the incident calls for such a strategy.

Q- Will the video change during the evolution of the scenario – meaning once I watch the rotation of the video, will you add slides while I'm writing my response?

A- Everything about the scenario, including all the slides and dialogue, will be introduced before you start writing your response. Once you start writing your response, the video will continue to rotate through the slides that you have already seen. No new information will be introduced to the scenario at that point.

Q- What are the 4 times that the video will be shown for the tactical appeals?

A- The appeals are from 9:00 am to 4:00 pm. The planned show times will be 9:30 am, 11:00 am, 1:00 pm, and 2:30 pm.

Q- Will all keyed responses come from the SOPs only?

A- Keyed responses will come from all knowledge sources listed on the reading list for the tactical exam phase.

Q- Will "general knowledge" count as a source for keyed responses?

A- Keyed responses will come from all knowledge sources listed on the reading list for the tactical exam phase.

Q- Lately there has been a lot of discussion about the "Modern Fire Environment," and how it affects tactics on the fireground. Will these latest tactics be applied to the tactical exercises?

A- The key will be derived from sources on the reading list.

Q- Will each keyed response be worth 1 point on the exam?

A- It is possible that certain critical keyed responses could be worth more than one point.

Q- During the tactical review, will response booklets be provided?

A- Tactical exam response booklets **will not be** provided for the appeals. The focus for appeals should be on the key, not a candidate's response booklet. During past exam administrations, most candidates tend to request to have every response in their booklet added to the key. This resulted in hundreds, if not thousands of frivolous appeals for relatively unimportant responses, as determined by the SMEs. Candidate response booklets **will be** provided for the clerical review.

Q- Will acronyms be accepted?

A- Acronyms intended by the candidate to indicate actions or tactics will not be accepted. Examples are: VES, RECEO VS, COALISWEALTH. Actions or tactics should be written out to receive credit. Keep in mind common abbreviations such as IC (incident commander), CP (command post), FF (firefighter), PPE (personal protective equipment), E49 (engine 49), are acceptable.

Q- Will spelling count?

A- Spelling will not be scored, however, if the grader cannot understand what the word is, then it won't count. However, the candidate would be permitted to submit a clerical review petition for credit for misspelled words not initially given credit.

### **Phase III- Oral Board Exam**

Q- How are candidates scheduled for the oral exam? Random or prior scores?

A- On the day of the tactical exam, each candidate will be given an oral board preference sheet to indicate their choice for either morning or afternoon session, or no preference. Based on these preference sheets, Civil Service attempts to slot as many candidates as possible according to their preference. Generally, the preferences are not evenly balanced between the morning and afternoon. When this occurs, some candidates are randomly assigned to balance out the schedule as needed.

Q- During the presentation, a book was mentioned that may be helpful, what is the title?

A- That book is **"They Promoted Me?" A Primer for the New Supervisor** Jim Weaver; Publisher: iUniverse (January 26, 2000) - [amazon.com](http://amazon.com), [barnesandnoble.com](http://barnesandnoble.com)